

Use the following template to construct a **one-page** resume. Send the completed resume, as an attachment, to Rhonda Harrison at [rharrison@jcu.edu](mailto:rharrison@jcu.edu) by the deadline listed after submitting your online Pre-student Teacher Application form.

Since this resume will be sent to the cooperating teacher(s) and administrator(s) at your assigned Pre-student Teaching site, **it is imperative** that your resume be correct, informative and without errors.

### Template for a One-Page PST Resume

Heading: At top, centered. Include your full name, mailing address, e-mail address, one phone number (likely cell phone).

Individual sections:

#### Education

List in reverse chronological order.

Start with high school (for now, probably not when job hunting).

Include name and location of school, date of graduation

List all colleges/universities attended

Degree/major

Date (or expected date) of graduation

May include study abroad.

May list GPA

#### Honors

Include this section only if you have things such as honor societies, Honors Program, awards, scholarships received.

#### Teaching-related Experience

May use sub-categories such as course-related field experiences, volunteer or community service, employment.

List in reverse chronological order (within sub-categories, if you organize it that way).

For each listing name the place where the experience occurred, the dates, and a very brief description of what you did for each experience (such as observations, assisting the teacher, tutoring, etc.)

#### Other Experience/Activities

May use subcategories such as extracurricular activities, volunteer or community service work, employment.

List in reverse chronological order (within sub-categories, if you organize it that way).

For each listing name the place where the experience occurred, the dates, and a very brief description of what you did for each experience/activity. If you had a leadership role, such as an elected office or team captain, be sure to include that information.

#### Skills/Interests

Optional to include this heading. Consider if items have potential appeal to a school or school district.